

THE UNIVERSITY OF LEEDS

POSTGRADUATE RESEARCH STUDENTS ENGAGED IN TEACHING

TERMS AND CONDITIONS OF ENGAGEMENT

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Allocation of work	The University is under no obligation to provide you with work (or any additional work once it has done so). The University reserves the right in its absolute discretion to offer or refuse to offer work to you at any time and will not give any reasons for its decision. If you are offered work, your times of work will be as required by your Dean of Faculty/Head of School. Equally, you will be under no obligation to accept work or engagements which may be offered to you.
Cancellation of work	<ul style="list-style-type: none">◆If you have accepted work, and you are unable to attend on a day that you have agreed to teach, you should notify your Dean of Faculty/Head of School (or formal nominee) at the earliest opportunity. As a minimum, this should be 24 hours before the commencement of the class you are due to teach. In exceptional circumstances e.g. sickness, you should notify the nominated individual as soon as possible◆If you regularly fail to carry out work which you have accepted without providing your Dean of Faculty/Head of School (or formal nominee) with prior notice, the University reserves the right to discontinue with your engagement without notice and cease to offer you future work.◆You will be informed by the faculty/school at the earliest opportunity if any class, module (or any part of them) which you are due to teach is cancelled or you are otherwise no longer required to teach it. If less than 24 hours notice is given before a particular class you will be compensated for the agreed time spent on preparation for that class, but the University is under no obligation to compensate you for any other time. The University will only pay for hours actually worked.
Code of practice for postgraduate research students engaged in teaching/Teaching engagement framework	Guidance on the University's approach is contained in the Code of Practice for Postgraduate Research Students Engaged in Teaching http://hr.leeds.ac.uk/pgr_cop and in the Teaching Engagement Framework http://hr.leeds.ac.uk/PG_teaching_assistance .
Complaints procedure	If you have an issue relating to your teaching that you have been unable to resolve informally with the module leader, the formal route for addressing this is through the Complaints Procedure for Postgraduate Research Students Engaged in Teaching available at http://hr.leeds.ac.uk/PG_teaching_assistance .

Contract Status and other terms	Your status at the University is that of Worker. You have no further entitlements to benefits, payments or any other arrangements provided or operated by the University of Leeds whether for staff, contractors, officers or otherwise.
Criminal records	<p>◆If any engagement is subject to a criminal record/DBS check, you agree to the University completing to its satisfaction a review of your criminal record and barring list status, through independent verification, at any such time. In the event that such a check is unsatisfactory any engagement may be terminated without notice. The University's policy can be found at http://hr.leeds.ac.uk/criminal_records.</p> <p>◆You are specifically required to immediately notify the University in writing in the event that you are convicted of any criminal offence or otherwise issued with a caution, reprimand or warning by the Police during your engagement. However, you do not need to disclose motoring offences. Such notification should be sent the Faculty Human Resources Manager http://hr.leeds.ac.uk/contacts.</p>
Data protection, confidentiality and IT	<p>◆You are required to abide by the University's Code of Practice on Data Protection http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html. You explicitly agree to the University processing your personal data, including sensitive data, as highlighted under this Code.</p> <p>◆You are specifically required to familiarise yourself with the University's policies on the use of IT and information security available at http://it.leeds.ac.uk/info/113/policies_and_information_security. From time to time, for example to check unauthorised use; the University may without notice monitor, record or block your use of University resources e.g. internet, emails and telephone calls. For reasons of security and to detect crime the University uses discreet CCTV.</p> <p>◆You should be specifically aware that using University IT facilities to access or download pornography or, to engage in any activity which could be construed as bullying or harassment is a serious offence, and could lead to your teaching engagement being terminated without notice.</p> <p>◆You should not (other than in the proper cause of your teaching engagement or as required by law) whether during or after your engagement disclose to anyone any information of a confidential nature which belongs to or relates to the University, its staff, students or its business/operations.</p>
Duties	You will be required to complete specific tasks as laid down by your Head of School/Dean of Faculty
Eligibility to teach	To be eligible to teach, you must:

	<ul style="list-style-type: none"> ◀be a postgraduate research student registered at the University of Leeds; ◀be on the faculty/school Student Teaching Register; ◀have received guidance and training on teaching
Ending registration and engagements	<ul style="list-style-type: none"> ◆Your registration on the School's Student Teaching Register and any teaching engagements will automatically end on the date your registration as a postgraduate research student at the University of Leeds ends. ◆Your engagements will automatically end on the date specified on the Teaching Activity Schedule. ◆Any teaching engagement may also be terminated without notice by your Dean of Faculty/Head of School (or formal nominee) in accordance with the Complaints Procedure for Postgraduate Research Students Engaged in Teaching if it is considered that: <ul style="list-style-type: none"> ◀your teaching activity is interfering with the progress of your research studies; ◀you regularly fail to carry out teaching that you have accepted without prior notice; ◀the standard of your performance and/or conduct is unsatisfactory. ◆If you disagree with a decision to end your engagement, you may appeal through the Complaints Procedure for Postgraduate Research Students Engaged in Teaching available at http://hr.leeds.ac.uk/PG_teaching_assistance.
Holiday entitlement and pay	<ul style="list-style-type: none"> ◆The holiday year is 1 October to 30 September. Your holiday entitlement will be one hours holiday for every 9.5 hours worked. This formula is based (pro rata) on the statutory holiday entitlement under the Working Time Regulations of a maximum of 28 days. You have no entitlement to bank or public holidays, and/or additional days when the University is closed by custom. ◆Holiday pay is calculated on a maximum number of 35 hours per week. ◆You will normally receive payment for holiday at the end of each teaching engagement. Alternatively, you may request payment at the time of taking holiday by request in writing to your Dean of Faculty/Head of School (or formal nominee). ◆During each engagement, you may only take as much leave as has been accrued at the time of taking holiday.
Hours	<ul style="list-style-type: none"> ◆Your agreed allocated hours are specified on the Teaching Activity Schedule and, for specific contact

	<p>hours, on the appropriate school timetable.</p> <ul style="list-style-type: none"> ◆You should note that you will normally be limited to undertaking a maximum of 250 hours of teaching activity each session. This includes hours worked on preparation, contact, assessment, training and other work related to your teaching. A session is a period of 12 months from 1 September to 31 August. ◆Should you wish to undertake teaching activities beyond 250 hours, you should discuss with your supervisor whether this will adversely affect the time available for the conduct of your research degree studies. ◆Additional or more strict restrictions may be imposed by funding bodies or in certain schools/faculties. ◆There may also be exceptions on the number of hours you can work during any “overtime” period. ◆If you are a national from outside the European Economic Area and hold a student visa permitting you to work in the UK, your total hours in all forms of work may be limited, normally up to a maximum 20 hours a week during term-time You must observe these limits.
Immigration checks	<ul style="list-style-type: none"> ◆Your registration and all engagements are conditional upon you providing documentary proof of your eligibility to work in the UK, which is in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006. A list of acceptable documents is available at http://hr.leeds.ac.uk/IAN_act. You should note that no payment of any kind can be made until such proof has been provided. ◆Your registration and all engagements are conditional upon you being allowed to remain in the UK and take paid work.
Maternity, adoption and paternity pay	<p>Depending on your earnings and the length of your engagement(s) you may be eligible for Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Statutory Ordinary Paternity Pay (SOPP). To find out if the level of your earnings makes you eligible for these payments, please contact the Payroll Office on extension 34136.</p>
Payment	<ul style="list-style-type: none"> ◆You will be paid for each hour worked as agreed at the time of your engagement and specified on the Teaching Activity Schedule e.g. preparation, contact, assessment, training and other work related to your teaching at the hourly rate of pay for each teaching engagement that you are undertaking. ◆Payment will be made, by timesheet monthly in arrears and paid by credit transfer into your nominated bank/building society account.

	<p>◆If the University makes any overpayment to which you are not entitled or in any other case where you owe the University money, then the University reserves the right to recover such overpayment by automatic deduction from your pay or any other payments due to you.</p>
Pension arrangements	<p>◆If you meet the eligibility criteria, you will automatically be entered into the appropriate University of Leeds pension scheme and contributions at the appropriate rate will be deducted from your pay each month.</p> <p>◆If you are eligible to join a pension scheme the Pensions Department will send you confirmation about your membership.</p> <p>◆If you do not meet the eligibility criteria, you may still join a University pension scheme. Please contact the Pensions Department on extension 34147 for further information.</p>
Research studies	<p>You must ensure that teaching engagements do not interfere with the progress of your research studies. The rules and regulation applicable to your studentship must take precedence over any teaching activities.</p>
Responsibility	<p>You will report to and be responsible to your designated module leader and ultimately to your Head of School (and the Dean of Faculty that may in the future incorporate that School)</p>
Security of personal belongings	<p>You are required to take personal responsibility for all personal possessions or other property, including vehicles, which you may bring on to the University premises. The University takes no responsibility for any personal items which may be lost, stolen or damaged whilst on University premises.</p>
Sickness	<p>◆In the event of any absences from allocated teaching due to sickness, you may be eligible to receive Statutory Sick Pay (SSP), depending on your level of National Insurance Contributions. In order to qualify for SSP, if your absence exceeds three consecutive days (including non-working days) you must complete form SSP2 available from the faculty/school.</p> <p>◆If your absence exceeds 7 consecutive days, you should submit a doctor's statement in line with the school's sickness procedures . Further doctor's statements should be submitted at intervals as necessary.</p> <p>◆If you are unable to carry out teaching due to sickness, you must notify the module leader (or formal nominee) as soon as possible, indicating the nature of illness and the probable date of return.</p>
Training	<p>◆Before you can deliver any teaching you must have received guidance and training on teaching Payment for attending this training will be paid at the demonstrator's rate of pay.</p> <p>◆Any other training that you complete that specifically relates to your teaching role and is agreed by the faculty/school and yourself e.g. induction, will be paid at the appropriate rate of pay for the role you are</p>

	teaching.
University Policies and General Law	<p>At all times, you will be required to comply with University rules, policies, guidelines and protocols which apply to contractors and/or visitors to the University (see http://www.leeds.ac.uk for further information). In particular, you will be required to comply with:</p> <ul style="list-style-type: none"> ◆The University's Health & Safety Policy – http://www.leeds.ac.uk/safety/policy.htm ◆The University's Equality & Inclusion Policy – http://www.equality.leeds.ac.uk/university-policies ◆The University's Financial Arrangements – http://www.leeds.ac.uk/finance ◆The University's Student Mental Health Policy – http://students.leeds.ac.uk/#Support-and-wellbeing
University values	<p>You are required to carry out your teaching diligently and to the best of your ability and in line with lawful instructions and the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at http://strategy.leeds.ac.uk/.</p>
Whistleblowing	<p>If you witness any malpractice, misconduct, corruption, maladministration or any other impropriety in the course of your teaching, you may report these through the University's Code of Practice on Whistleblowing available at http://hr.leeds.ac.uk/download/downloads/id/59/code_of_practice_on_whistle_blowing.</p>

Further information

Further information about the terms and conditions of engagement can be obtained from the Faculty Human Resources Manager <http://hr.leeds.ac.uk/contact>